



RICHARD  
SANDOVAL  
HOSPITALITY

## FOOD MENU DESIGN BRIEF REQUEST FORM & SOP

### PROJECT DESIGN DETAILS

PROJECT NAME	Zengo Vegan & vegetarian Brunch
PROPERTY	Zengo, West Bay, Doha
SIZE (PIXELS = WEB) OR (INCHES = PRINT)	A5
ORIENTATION (PORTRAIT OR LANDSCAPE)	<b>Portrait</b>
DATE NEEDED	09/01/2026

### MENU SUBMITTAL SOP

#### STEP 1: OBTAIN APPROVALS

##### FOOD MENUS: REQUIRED APPROVALS (INCLUDING SPECIAL HOLIDAY MENUS, RESTAURANT WEEK MENUS, ETC.)

1. **Menu Brief Preparation:**
  - Property GM, Director of F&B, Executive Chef, Chef de Cuisine, or Head Chefs must ensure that menu briefs are thoroughly reviewed before submission.
  - The brief should be checked for **grammar, spelling, allergens, and an associated cost based on a PMIX analysis and menu engineering.**
  - Pricing should be **informed and included in the initial submission**, rather than added after approval.
  - **Completed menu submission must be received no less than 14 days before the proposed change.**
2. **Initial Review:**
  - The Property GM, Director of F&B, Executive Chef, Chef de Cuisine, or Head Chefs send the menu brief to the **RSH Culinary Director & RSH Regional Director of Operations** for a preliminary review and discussion.
3. **Final Approval Process:**
  - The RSH Culinary Director will forward the reviewed brief to the **RSH VP of Operations** (CC Isabella Sandoval) for **final edits and approval**.
4. **Menu Design Kickoff & Distribution:**
  - Once final edits are made and the menu is approved, the **VP of Operations will upload the document into the RSH Culinary Teams folder.**
  - **For Owned & Operated properties or those with contracted RSH Brand & Marketing oversight:**
    - VP of Operations will upload into **ClickUp** and assign it to the **Marketing team** for menu design updates, then route it to the **Regional Director of Operations and Culinary Director**.
  - **For other properties:**
    - VP of Operations will upload into **ClickUp** and assign it to the **Regional Director of Operations and Culinary Director** for distribution to the **Property GM/Chef team**.

#### STEP 2: DESIGN DEVELOPMENT

EXISTING MENU EDITS: 1-2 business days once project is received via ClickUp by VP of Operations

NEW MENU DEVELOPMENT: 5 business days once project is received via ClickUp by VP of Operations

### MENU

Please drop the menu content below on page 2.



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### For The Table

**Edamame**, steamed edamame, sea salt S,VG

**Zengo Salad**, local grown lettuce, cucumber, avocado, yuzu miso dressing C,MU,VG

### Starter

#### Chef's Selection Sushi

**Spring Roll**, glass noodle, green lettuce, sweet soya sauce G,S,VG

**Vegetables Tempura**, seasonal vegetables, sweet chili sauce, ponzu G,VG

### Entrée

**Thai Green Curry**, bok choy, baby corn, mushroom, green curry broth VG

**Udon Vegetables**, bok choy, spring onion, soya sauce G,S,VG 75

**Szechuan Vegetables**, wok fried seasonal vegetables with szechuan sauce G,S,VG

### Dessert

**Selection of Cut Fruits and Sorbets** VG